

Hometown Holidays

2014 Community Partner Registration Form

Please print or type all information clearly.

Organization Name _____ Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Web Site _____

Email _____ 501(c) Employer Identification Number _____

Products(s)/Service Description

Festival Dates, Time and Location

Saturday and Sunday, May 24 & 25 from 2 – 8 p.m. in Rockville Town Center

Booth Fee:

\$200 per booth. Please include check made payable to the City of Rockville with registration form.

SUBMIT ITEMS BELOW TO THE CITY OF ROCKVILLE BY FRIDAY, APRIL 4, 2014

- ☐ Completed and signed Registration Form
- ☐ Check made payable to the City of Rockville enclosed with completed registration form

CITY CONTACT

City of Rockville
Hometown Holidays Community Partner
111 Maryland Ave.
Rockville, MD 20850

Amanda Smigelsky-Knox
Event Specialist
Aknnox@rockvillemd.gov
240-314-8604 (P) 240-314-8659 (F)

I hereby apply to participate as a special event Community Partner in the City of Rockville's 2014 Hometown Holidays. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damages to persons or property that may result from my fault of negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show and Policies/Eligibility. I further agree to any regulations or requirements that have been or may be imposed by the City of Rockville.

Signed and Accepted _____ Date _____

Hometown Holidays

Community Partner

CONDITIONS OF THE EVENT

Eligibility

Eligible applications must be a certified 501(c) organization. Applicants must provide their Employer Identification Number (EIN) for status verification purposes. Community Partners must provide direct services to City of Rockville residents. The City reserves the right to deny any applicant exhibit space at Hometown Holidays.

Deadline

All application materials must be postmarked by **Friday, April 4, 2014**. Although this festival is an invitation based show, the City reserves the right to accept or reject an application. Notification of acceptance or non-acceptance to the festival will be e-mailed/mailed by Friday, May 2, 2014 (No notification by telephone will be given prior to written notification). If you do not receive written notification of acceptance/non-acceptance, the City did not receive your registration form. Please contact the City at 240-314-8604 to ensure that your registration form was received.

Booth Space

Booth space and locations are assigned based on availability and discretion of festival supervisors. The use of the locations is restricted to the applicant of whom it is assigned. A 10'x 10' tented space will be provided along with a 6' table and (2) chairs for the community partner organization.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event.

There are a limited number of available booths, and spaces will be filled on a first come, first served basis.

On-site Participation

Organizations must have a representative occupying the booth at all times (Saturday and Sunday from 2 - 8 p.m.). Failure to comply will result in organization not being invited back next year.

Equipment/Supplies

Each applicant is responsible for set-up and arrangement of own space. City will provide the tent, one (1) table and two (2) chairs. Community Partners are expected to provide booth signage, literature about business, staff as well as any other additional equipment/supplies. All displays must be easily removable. Please do **NOT** use tape to hang signage.

Removing Items

Each organization is responsible for removing all items from their Community Partner booth on both Saturday and Sunday by 8 p.m. Overnight security is no longer provided by the City of Rockville and anything left in booths overnight is at the vendor's own risk.

Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vehicles will be permitted on-site starting at 11 a.m. on both Saturday, May 24, and on Sunday, May 25 (just to restock supplies).

Load-out

Items during load-out must be hand carried off the festival site. Vehicle access will not be allowed on Saturday or Sunday evening.

Parking

All vehicles must be off-site by 12:30 p.m. in preparation for the start of the event at 2 p.m. Parking will be available two blocks from the event site.

KEEP THIS FOR YOUR RECORDS